Do We Need to Have a Meeting?

What is being discussed?	Does IDEA say we need to Meet?	
	YES	NO
Initial, Periodic Annual and other IFSP Reviews	✓	
Change in Services Whether adding or removing	✓	
Change in Intensity of Services	✓	
Change in Frequency of Services Whether increasing or Decreasing	✓	
Change in Duration of Services Whether ending or extending	✓	
Change in Outcomes Whether adding, removing or revising	✓	
Change in Activities and/or Strategies to Support the Outcome		✓
Changing name of Team Member		✓
Transfer from one team to another		✓
Transition Planning Meeting 🐢 Between the child's age of 2.6 and 2.9 years old This meeting is not required if child is eligible after 2.9	✓	
Transition Conference 🐢Between the child's age of 2.6 and 2.9 years old	✓ If parent wants a TC	

Who Must Attend the Meeting?

Meeting	Role/Participant				
	SC	IFSP Team Members	Family	Family's requested Participants (Child Care/Early Head Start/Other Caregivers	School District or other potential Education Provider (Head Start, Private Child Care, etc)
Initial IFSP **ASAP after eligibility and no later than 45 days from referral**	✓ EIP and, DDD, or ASDB	✓ at least one other team member involved in the evaluation or assessment	✓	✓	
Periodic and Annual IFSP Reviews **Annual Reviews require 2 Team Members**	✓ EIP, DDD, or ASDB	✓ All active Team Members ***	✓	✓	
AHCCCS eligible child becomes targeted for case management **Within 10 days of the child becoming targeted**	✓ EIP, DDD, or ASDB	✓ Team Lead	✓	✓	
ALTCS Review **NOT changing the IFSP services** **Within 10 days of the child becoming ALTCS eligible**	✓ EIP, DDD, or ASDB	✓ Team Lead	✓	✓	
Transition Planning Meeting **Between the child's age of 2.6 and 2.9 years old**	✓ EIP, DDD, or ASDB	✓ All active Team Members	✓	✓	Not required to attend, but may attend when combined with TC
Transition Conference **Between the child's age of 2.6 and 2.9 years old**	✓ EIP, DDD, or ASDB	✓ All active Team Members	✓	✓	✓ When requested by the parent
Team Meeting	✓ EIP, DDD, or ASDB	✓	✓	✓	

Exceptions - Team member who conducted the assessment: if unable to attend the meeting in person, may make arrangements for involvement through other means, including: conference call, having a knowledgeable authorized representative attend the meeting, or make pertinent records available at the meeting, such as a quarterly report. For 6 month and periodic reivews, Service Coordinators functioning in a Dual role may be the only active team member attending those meetings.

DDD Determines DDD Eligibility and serves as Service Coordinator for DDD Eligible children with AHCCCS and ALTCS <u>DDD Participates in all team meetings</u>

ASDB Determines ASDB Eligibility and if they will retain Service Coordination. ASDB <u>Participates in all team meetings when child is ASDB eligible</u>